

FEB 2006

## FIELD READINESS SUPPORT TEAM (FIRST) SCOPE OF WORK

### 1.0 OVERVIEW

United States Army soldiers are required to perform real-world support mission, have continuous training and assure maximum flexibility in maintaining readiness for battlefield success. The United States Army's logistic mission is to provide the right support, on time, in the right condition and quantity to America's Army – in peace and war.

Contractor support to Army logistics operations has evolved from providing supply items, to provision of individual components and equipment, to the operation of large logistical support facilities, and will continue to change as the Army evolves. However, one imperative will remain constant – the imperative that logistic functions be performed quickly and accurately in support of unit readiness requirements.

### 2.0 SCOPE

The objective of this Scope of Work is to provide innovative and responsive logistics support to meet the evolving mission needs of the war fighter. This Scope of Work provides Task Areas that define functional and programmatic services that may be required by Headquarters Army Material Command (AMC); Headquarters, Forces Command (HQ FORSCOM); Headquarters IMA (Logistics); Headquarters, U.S. Army Reserve Command (HQ USARC); Headquarters, ARCENT Third US Army and Headquarters, US First Army, and all other Army or DOD Agencies, CONUS/OCONUS authorized to place orders against FIRST contracts. Specific requirements and standards of performance will be provided in each Task Order.

Because of the diversity of the tasks and agencies to be supported, the Contractor must possess a broad range of knowledge, skills, capabilities, supplies, parts, equipment and facilities to meet logistical support requirements. Additionally, to maximize the benefit to the Government, the contractor must be able to interact knowledgeably and easily with appropriate Government personnel and other contractors. The contractor may be called upon to provide support simultaneously to multiple agencies to meet competing priorities. The contractor, therefore, must demonstrate not only high technical competence, but also exemplary management skills, and the ability to staff and meet mission support requirements with little advance notice.

### 3.0 TASK AREAS

The contractor shall provide qualified personnel, materials, facilities, travel and other services to provide logistics support and related administrative in the following task areas. Support may be required: within and external to the Continental United States; to support missions during peace time, contingency operations and war; and, on a full-time, part-time, or project-related basis. The task areas are inclusive of the total Program support requirements. Support under these task areas will be acquired either from Small Business contractors under the Small Business Restricted Suite, or from firms awarded contracts under the Unrestricted Suite. The designation for each is provided in each Task Area below.

Task Area 1: Logistics Program Management and Operations  
 Task Area 2: Logistics Quality Assurance Support  
 Task Area 3: Logistics Information/Technology Support  
 Task Area 4: Logistics Training Support  
 Task Area 5: Logistics Army Transformation Logistics Support  
 Task Area 6: Logistics Program Support  
 Task Area 7: Logistics Transportation/ Supply Support  
 Task Area 8: Logistics Parts Support  
 Task Area 9: Logistics/ Maintenance  
 Task Area 10: Logistics/ Maintenance  
 Task Area 11: Comprehensive Support for Centrally Managed Programs  
 Task Area 12: Command Wide Logistics Enterprise System Program Support

3.1 Task Area One - Logistics Program Management and Operations: **Support under this Task Area shall be accomplished under the Restricted Suite for task orders with estimated annual values of \$5M or less. Task orders with values of greater than \$5M may be satisfied under the Unrestricted Suite.)**

The contractor shall perform program management and operational support to analyze, develop, automate and submit operational plans for approval by the U.S. Government and implement procedures and provide program coordination, interface, monitor, research, administration, business rules, document support, support analysis, formulation of logistics topics, initiatives and strategic plans and technical operational expertise and manpower support, for programs which include, but are not limited to the following:

- RM and budget execution logistical support
- Operating a contractor maintenance facility at installations
- MACOM Transformation Campaign Plan (TCP)
- Maintenance Summits
- Logistics reengineering advertisement, educational, and presentational materials
- Items Managed List (IML)
- Army Campaign Plan (ACP).
- Logistics doctrine and structure (DA/AMC/CASCOM).
- Strategic Readiness System (SRS)
- Army Balanced Score Card (BSC).
- Data Based Commitment Accounting System (DCAS)
- Fiscal Management (management and funds tracking procedures)
- Equipment Readiness Posture
- Readiness Integrated Database (RIDB)
- Inspection of unit logistical procedures
- Operational logistical libraries
- STAMIS systems
- MACOM Logistics Systems. DS-RX Program
- Corps/Theater Automated Data Processing Service Center (CTASC)

- CTASC-II
- Standard Army Retail Supply System (SARSS),
- Standard Property Book System Redesign (SPBS-R)
- Property Book Unit Supply System Enhanced (PBUSE)
- Logistics Army Authorization Document System (LOGTAADS)
- Requisition (REQVAL)
- Organizational Clothing and Individual Equipment (OCIE)
- Command Asset Visibility Equipment Redistribution System (CAVERS) or similar system from LOGSA
- Distribution Execution System (DES)
- Modified Table of Equipment (MTOE)
- MACOM Readiness Distribution Program (RDP)
- Logistical Support Planning

3.2 Task Area Two - Logistics Quality Assurance Support: **Support under this Task Areas shall be executed under the 100% Small Business Restricted Suite.**

The Contractor shall provide management review and evaluation support in the form of Performance Audits, Financial Statement Audits, to determine program efficacy of other contractors and/or the government. Services may include, but are not limited to:

- Provide performance and financial audit, attestation engagement services
- Management consulting services
- Oversight responsibilities for management related reviews
- Quality Assurance and Performance review
- Quality assurance and auditing
- Planning Performance Review
- Logistics Verification and Validation/Quality Assurance/Compliance
- Logistic Business Process Reengineering and Functional Process Improvement Support
- Maintenance QA & Inspection

3.3 Task Area Three - Logistics Information/Technology Support: **Support under this Task Area shall be accomplished under the Restricted Suite for task orders with estimated annual values of \$5M or less. Task orders with values of greater than \$5M may be satisfied under the Unrestricted Suite.)**

The contractor shall employ best practices, technologies, and methods to plan, design, provide, manage, operate and maintain reliable and efficient systems, equipment, facilities and logistics infrastructures in order to improve equipment and logistics performance, and reduce life cycle costs. The contractor shall provide Logistics Information/Technology Support that may include, but is not limited to the following.

- Logistics Office Automation/Support Services
- Logistics Systems Network Support
- Logistics Computer Center Support Services

- Logistics Media Learning Center Support

3.4 Task Area Four - Logistics Training Support: **Support under this Task Areas shall be executed under the 100% Small Business Restricted Suite.**

Training support is required to ensure the Warfighter and technical support personnel are provided with adequate instruction, including applied exercises resulting in the attainment and retention of knowledge, skills and attitudes regarding logistical platforms, systems, and warfighting capabilities they maintain. The contractor shall provide logistical training support in system operations and any logistical program to include, but not limited to:

- Supply and value chain management
- Property and inventory management
- Distribution and transportation management
- Maintenance of equipment and facilities
- Power Projection Training Program of Instruction

3.5 Task Area Five - Logistics Army Transformation Logistics Support: **Support under this Task Areas shall be executed under the 100% Small Business Restricted Suite.**

The contractor shall provide technical, administrative, management and oversight of services to include, but not limited to:

- Logistical redesign and restructuring
- Army Transformation Campaign Plan (TCP)
- Local or remote conferences and video-teleconferences
- Transformation/ACP logistics strategy
- Transportation, field services, maintenance, medical supply operations

3.6 Task Area Six - Logistics Program Support: **Support under this Task Areas shall be executed under the 100% Small Business Restricted Suite.**

The contractor shall provide technical and functional program management and acquisition logistics and integrated logistics support disciplines for the following programs:

- Deployment Logistics Support
- Deployment Asset Visibility
- Ashore and Afloat Brigade Inspection Readiness
- Army Maintenance Management
- Acquisition Logistics
- Global Pre-positioned Stocks Software Database
- Program/Project Management Support

3.7 Task Area Seven - Logistics Transportation / Supply Support: **Support under this Task Area shall be accomplished under the Restricted Suite for task orders with estimated annual**

**values of \$5M or less. Task orders with values of greater than \$5M may be satisfied under the Unrestricted Suite.)**

The contractor shall provide Transportation and Supply Support in logistics support planning; inventory and property planning; movement, storage and accountability; and logistics systems to permit rapid deployment and management of supplies and equipment. Contractors shall provide expert advice, assistance, guidance or operational support to identify and utilize existing regional or global resources; identify alternative capabilities and plan for effective integration of public and private sector support or resources, operation and maintenance of the infrastructures that support these activities. Services may include vendor-managed inventory systems; the operation of private and/or government-owned warehouses, stockrooms, or other storage facilities; shipping and receiving; staging and storage; packing and crating and design, re-engineering, operation and maintenance of distribution and material handling equipment systems.

- Standard Army Management Information Systems (STAMIS)
- Supply and operating Transformation
- Performance and command readiness.
- Distribution Management Stock Readiness
- Configured Loads
- Integrated Logistics Aerial Re-supply
- Future transformational logistics
- Packaging operations
- SR, CL, ILAR, and VIPR transitions
- Deployment packages
- Material and property requirements planning, movement, storage and accountability systems
- Logistics strategic planning services
- Supply and Value Chain Management Services
- Distribution and Transportation Logistics Services
- Asset management and visibility
- Unit Level Logistics Systems.
- Support of the Standard Army Retail Supply Systems
- MACOM DRMS recovery program
- Transportation Motor Pool Operation support

**3.8 Task Area Eight – Sets, Kits and Outfits ( R): Support under this Task Areas shall be executed under the 100% Small Business Restricted Suite.**

This task area provides other than those materials directly tied to one of the other task area. For example, material and parts associated with the Maintenance or DOL support shall be provided under those task areas.

The contractor shall provide logistical support to develop, pack, ship, storage repair parts and kits to use in component repair and unit organic or other government maintenance programs in the accomplishment of Unit Level through General Support/Depot Level maintenance, modification

and/or rebuild. Contractor shall fabricate, procure, ship, and assemble/disassemble items. The contractor shall receive, classify, store and distribute repair parts, components and other appropriate supply classes. The contractor shall procure repair parts kits to use in component repair and unit organic or other government maintenance programs, on order and as directed, in the accomplishment of field level maintenance programs, modification and/or rebuild. Overall coordination and communication between the government and the contractor to ensure all technical requirements are correct and understood is critical.

- Strategic and Tactical Parts Kit Planning
- Kit Account Management
- Consumable repair parts
- Recurring spare parts
- Vendor Initiated Parts Re-supply (VIPR)

3.9 Task Area Nine – Support to Directorates of Logistics – Maintenance: **Support under this Task Area shall be accomplished under the Restricted Suite for task orders with estimated annual values of \$5M or less. Task orders with values of greater than \$5M may be satisfied under the Unrestricted Suite.)**

The contractor shall perform Logistics Maintenance tasks, and other Garrison DOL missions and functions in support of CONUS units/activities. Tasks may include, but are not limited to:

- The Contractor shall establish, operate, support and maintain fully qualified teams who will directly support the maintenance mission of the maintenance team. Contractor Maintenance Teams (CMT) shall accomplish operator and unit level maintenance to TM 10/20 standard for selected units at or within army installations or temporary locations.
- Power Projection Operations Mobile Training Team (MTT)
- Property Recovery and Re-utilization Operations -DRMO
- Property disposal management
- DOL Plans and Operations, Supply, Maintenance and transportation, to include motor pool operations
- DOL Logistics Management Support not linked to FCMFs, CONUS and other designated sites.
- Maintenance and storage mission for FCMF, CMF, AMA, ETF, DOL and DOD agencies
- Establishment & Sustainment of Deployment Logistics Operations/Sites
- Equipment Asset Management and Maintenance
- Maintenance Planning
- Property Management and Maintenance
- Strategic Account Management
- Project Management, Integrated Facility Management, and Operations
- Maintenance and Repair Project Management
- Integrated Facility Management
- Development Logistics Support
- Development Asset Visibility

3.10 Task Area Ten - Logistics - Maintenance (U): **Support under this Task Area shall be accomplished under the Restricted Suite for task orders with estimated annual values of \$5M or less. Task orders with values of greater than \$5M may be satisfied under the Unrestricted Suite.)**

The contractor shall perform Logistics Maintenance tasks, and other Garrison DOL missions and functions in support of CONUS units/activities. Tasks may include, but are not limited to:

- The Contractor shall establish, support and maintain FORSCOM Maintenance Facility (FCMF), other Contract Maintenance Facilities, DOLs supported through Contract Maintenance Facilities, Army Maintenance Activity (AMA), Equipment Transfer Facility (ETF) and other DOD agencies, CONUS and OCONUS. Contractor Maintenance personnel will be fully qualified to provide initial diagnosis and repair of equipment using US Army Technical Manual, other Defense Agency technical manuals and/or commercial owner/manufacture standards; conduct of services and affecting major repairs at whatever level authorized by the US Army. Contractors may be resident at FORSCOM Maintenance Facilities (FCMFs), Army Maintenance Activities (AMAs) DOL Logistics Management Support and other designated sites, CONUS and OCONUS, to include Contractor Owned Facility.
- Mobile Utility Support Equipment Operation, Maintenance and Repair –OCAT
- Training Equipment Sets
- The Contractor shall establish, operate, support and maintain fully qualified teams who will directly support the maintenance mission of the maintenance team. Contractor Maintenance Teams (CMT) shall accomplish operator and unit level maintenance to TM 10/20 standard for selected units at or within army installations or temporary locations.
- Power Projection Operations Mobile Training Team (MTT)
- Property Recovery and Re-utilization Operations -DRMO
- Logistics Evaluation & Assistance Teams (LEAT)
- Maintenance mission of the FCMF, CMF, AMAs, DOLs linked to FCMF and ETF's.
- Maintenance and storage mission for FCMF, CMF, AMA, ETF, DOL and DOD agencies
- Establishment & Sustainment of Deployment Logistics Operations/Sites
- Equipment Asset Management and Maintenance
- Maintenance Planning
- Property Management and Maintenance
- Strategic Account Management
- Project Management, Integrated Facility Management, and Operations
- Maintenance and Repair Project Management
- Integrated Facility Management
- Development Logistics Support
- Development Asset Visibility

3.11 Task Area 11 – (U) Comprehensive Support for Centrally Managed Programs: **Support under this Task Area shall be accomplished under the Unrestricted Suite.**

Comprehensive support shall be provided for the following centrally-managed programs:

- FORSCOM Command Maintenance Evaluation and Training (COMET) Program
- USARC SARSS Legacy Standard Army Management Information System (STAMIS) Program
- FORSCOM Logistics Compliance Program

The contractor shall perform program management and operational supply, quality assurance/compliance and transportation support of FORSCOM/USARC wide logistical assistance, evaluation, surveillance, training support, and staff augmentation services for tactical units within a designated division, corps or separate units assigned to the appropriate G4 directorate. These services shall include but are not limited to the following:

- Equipment Readiness Posture
- Inspection of unit logistical procedures
- Logistics Verification and Validation/Quality Assurance/Compliance
- Logistics Office Automation/Support Services
- Supply and Value Chain Management
- Transportation, Field Services, Maintenance, Medical Supply Operations
- Deployment Logistics Support
- Unit Level Logistics Systems
- RM and Budget execution Logistical Support
- Data Based commitment Accounting System (DCAS)
- Items Managed List (IML)
- Readiness Integrated Database (RIDB)
- Inspection of unit logistical procedures
- Operational Logistical Libraries
- Organizational Clothing and Individual Equipment (OCIE)
- Standard Army Management Information Systems (STAMIS) as shown below:
  - Corps/Theater Automated Data Processing Service Center (CTASC)
  - CTASC-II
  - Standard Army Retail Supply System (SARSS)
  - Standard Property Book System Redesign (SPBS-R)
  - Property Book Unit Supply System Enhanced (PBUSE)
  - Logistics Army Authorization Document System (LOGTAADS)
  - Requisition (REQVAL)
  - Command Asset Visibility Equipment Redistribution System (CAVERS) or similar system from LOGSA
  - Distribution Execution System (DES)
  - Modified Table of Equipment (MTOE)
  - Reserve End Item Management Systems (REIMS)
  - Army Reserve SARSS Informational Database System (ARSIDS)



- Standard Army Maintenance System (SAMS)
- Unit Level Logistics System (ULLS)
- Non Standard and Emerging STAMIS Logistics Systems such as. Funds Control, Exchange Pricing, and GCSS-A.

3.12 Task Area 12 - Command Wide Logistics Enterprise System Support: **Support under this Task Area shall be accomplished under the Unrestricted Suite.**

The contractor shall design, develop, maintain, and administer enterprise logistics management systems used and developed for FORSCOM, IMA, USARC, and other commands to support fixed base logistics operations. Work shall include multiple disciplines to include computer programming, database analysis, systems administration, systems engineering, network engineering, network administration, functional analysis, systems training, help desk support, and on-site technical support for Government project officers and operating contractors. Contractors for this task area must be certified under ISO 9001:2000 or SEI-CMM Level 3. Systems to be supported include the Wildcat Maintenance Management System (WMMS), the USARC Fleet Management System (FLMS), and future systems that provide enterprise management of supply, maintenance, and logistics activities. Additional tasks include but are not limited to:

- Fielding and deployment of enterprise systems to include migration of legacy data.
- Establishment of network connectivity for remote locations at Government and off-installation sites.
- Installation and IOC of computer hardware and communications equipment.
- Data base administration
- Recurring software maintenance of Government owned applications
- Adapting and incorporating COTS software for specified purposes (report tools as an example)
- Building interfaces with STAMIS and other Government applications and databases.
- Assisting Government agencies in the conduct of business rule compliance audits.
- Developing logistics planning tools to support operations, deployment, and training requirements.
- Developing specialized ad hoc reports.
- Financial tracking.

The Contractor shall modify and enhance the current application to meet changing business rules for the supported commands. This shall include maintenance of a developmental server at Contractor or Government facilities. The Contractor must coordinate, establish, and maintain connectivity from all sites to the network hub at supported commands. Establishing and maintaining this connectivity regularly requires interface with installation Directorate of Information Management (DOIM) and providing all necessary accreditation and security documentation.

#### 4.0 CONTRACTOR REQUIREMENTS

- 4.1 Personnel: The contractor shall furnish adequate supervision, including a program manager and the labor necessary to perform all services in an orderly, timely, and efficient manner. The program manager shall have the authority to act on behalf of the contractor. The contractor shall utilize qualified and experienced employees capable of achieving the goals established in each task order. All personnel will maintain current qualifications and obtain any and all training required to meet mission requirements.

Contractor personnel are employees of the Contractor and under its administrative control and supervision. The Contractor through its personnel shall perform the tasks ordered herein. Contractor shall select, supervise, and exercise control and direction over his employees under this contract. The Government will not exercise any supervision or control over the Contractor's employees in their performance of contractual services under this contract. The Contractor will ensure that no prohibited personal services (as described in FAR 37.104) are performed under this contract.

- 4.2 Certifications: All firms supporting Task Areas 9 and 10 shall be ISO 9001:2000, or higher, certified. All firms shall be SEI-CMM Level 3 or higher, or ISO 9001:2000, or higher for Task Area 12. Small business prime contractors shall be certified within 24 months of contract award. Companies shall be certified as ISO 9001:2000 by an independent third-party registrar that has been accredited by the ANSI-ASQ National Accreditation Board (ANAB). Companies shall be certified as SEI-CMM must use the Software Engineering Institute-capabilities Maturity Model. At time of award, (1) small business primes must demonstrate enrollment into the program and provide milestones to obtain certification within the 24 month period, and (2) other than small business primes must provide evidence of registration for ISO 9001:2000 or certification for SEI-CMM. If the contractor is presently registered/certified under an older standard, the contractor will have one year to update their quality management system in order to meet the new ISO 9001:2000 or SEI-CMM requirements and achieve certification.
- 4.3 Government Furnished Property (GFP): Government Furnished Property consists of all information, materials, equipment, property and facilities provided by the Government. GFP will be specified in the individual task order. All GFP is the property of the U.S. Government and shall not be transferred to any individual, or agency, public or private without the express written approval of the Procuring Contracting Officer of the Task Order.
- 4.4 Deployment: Deployable personnel shall meet the requirements as specified in AR 715-9, Contractors Accompanying the Force and/or Combatant Command(s) supplementary guidance as required. Insurance availability is contained in the Defense Base Act and the Longshoreman's and Harbor Workers Compensation Act administered by the Department of Labor. Contractor shall

provide the government with an Emergency Roster of contact personnel for deployment purposes. Roster shall include name, position, telephone number, fax number, pager, secure telephone number.

- 4.4.1 Employee Deployment. The contractor shall identify positions that are emergency-essential and obtain necessary agreements from the employees to remain on the job during wartime, or other than wartime operations. Contractor shall ensure that all designated personnel are in full compliance with AR 715-9 and/or subsequent regulations. The contractor is responsible for keeping these deployment packages updated at all times and will be inspected quarterly by the TM.
- 4.4.2 Contingency Planning. The number of logistics personnel shall be adjusted according to Government guidance and requirements for each deployment.
- 4.4.3 Deployment Procedures. Once approved by the appropriate U.S. Government parties and the Contracting Officer, the Contractor will assure compliance with all directives of any deployment order.

## **5.0 CONTRACTOR RESPONSIBILITIES**

- 5.1 Contract and Task Order Management: The contractor shall provide all management, administration, security, quality control and all else that is required to ensure successful completion of all awarded Task Orders.
- 5.2 Contractor Manpower Reporting: The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>. The required information includes:
  - (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
  - (2) Contract number, including task and delivery order number;
  - (3) Beginning and ending dates covered by reporting period;
  - (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
  - (5) Estimated direct labor hours (including sub-contractors);
  - (6) Estimated direct labor dollars paid this reporting period (including sub-contractors);
  - (7) Total payments (including subcontractors);
  - (8) Predominant Federal Supply Class Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
  - (9) Estimated data collection cost;
  - (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
  - (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized

- nomenclature provided on website);
- (12) Presence of deployment or contingency contract language; and
- (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

5.3 Contractor Quality Control Program: The contractor shall establish and maintain a quality control program with the objective of identifying and correcting deficiencies in the quality of services before performance becomes unacceptable. As part of the Quality Control Program, the contractor shall develop a Quality Control Plan (QCP) that describes the contractor's procedures for monitoring performance. At a minimum, the Quality Control Plan shall include the following:

- A description of the inspection system to cover all services listed on the Task Areas identified above. Further refinement of the QCP will be required at the Task Order level to address specifics as to the areas to be inspected on both a scheduled and unscheduled basis and frequency of these inspections.
- A description of follow-up procedures to ensure that deficiencies are corrected, and the time frames involved in correcting these deficiencies.
- A description of the records to be kept to document inspections and corrective or preventive actions taken.
- The records of inspections shall be kept and made available to the Government, when requested, throughout the performance period, and for the period after completion, until final settlement of any claims under this contract.
- A reporting system that captures the Contractor's technical performance under each Task Order in accordance with the standards set forth in the Performance Requirements Summary of each Task Order.

5.4 Security: The work to be performed under this contract may involve access to handling of and generation of classified material. The contractor shall appoint a security officer, who shall (1) be responsible for handling all security aspects of the work performed under this contract, (2) assure compliance with all Department of Defense (DOD) and US Army regulations regarding security, and (3) assure compliance with any written instructions from the security officers of the activity issuing the task order under this contract. When applicable a DD Form 254 will be prepared by the ordering agency and issued with the Task Order. The contractor shall perform in accordance with the DoD Industrial Security Manual (DoD 5220.22M) and ensure that classified material is handled in accordance with the latest appropriate security classification specifications. Specific clearance requirements shall be further defined in specific Task Orders.

5.5 Property Control Plan: Task Orders may include requirements for the contractor to manage Government Furnished Property. The contractor shall prepare and submit a Property Control Plan within 10 days after Task Order award, which shall encompass the requirements contained in the Task Order PWS. The contractor shall update the plan, and submit the revision to the COR, annually. In the event that no changes are required, a letter shall be submitted to the COR stating such.

5.6 Deliverables: Deliverables shall be as stated in each individual task order and as follows:

5.6.1 Task Order Monthly Report: The contractor shall provide a Task Order Monthly Report that includes the following, as a minimum:

- Planned vs. actual performance (narrative of tasks, hours, dollars)
  - Weekly Anticipated Billing Summary: Summary of each project by *Contract Line Item Number (CLIN)* for labor, travel and ODC by skill classification, number of employees, labor rate per skill classification (Straight time and Over time), anticipated labor hours, anticipated per diem, travel and/or incidental personnel charges. This summary will be updated with each change to the employee population and provided to the addressees above no later than three calendar days from date of change
  - Weekly Cost of Services Computation Report: Summary of each project by actual dollar cost by *Contract Line Item Number (CLIN)* for labor, travel and ODC by skill classification, number of employees, labor rate per skill classification (Straight time and Over time), labor hours, per diem, travel and/or incidental personnel charges. This report will be provided to the addressees no later than two working days from the conclusion of the work period.
- Status of work assigned
- Significant issues
- Significant contributions
- Planned activities for next period

5.6.2 Task Order Management Plan: See Section H

5.6.3 Quality Control Plan: See 5.1.

5.6.4 Contract Administration Plan: See Section H

5.6.5 Quarterly Task Summary Report: See Section H

<b>Deliverable Title</b>	<b>Deliverables Defined in</b>	<b>Number/Format</b>	<b>Due Date</b>
Task Order Monthly Report	5.6.1	Standard Distribution	Monthly by 10 <sup>th</sup> workday

Task Order Management Plan	5.6.2	As stated in Task Order	As Per Task Order
Quality Control Plan	5.6.3	1 Original, Contractor Format	Draft within 15 days after contract award Final within 45 days after contract award
Contract Admin Plan	5.6.4	1 Original, Contractor Format	Draft within 15 days after contract award Final within 45 days after contract award
Quarterly Task Summary Report	5.6.5	1 Original via email, See Section H for format	Quarterly by 10 <sup>th</sup> workday

## 5.7 Documents and Graphics.

5.7.1 Documentation. Documentation developed under this contract shall be delivered as specified in individual task orders. Individual task orders will indicate the media type and quantity of copies; however, the contractor shall possess the capability to deliver automated data in Microsoft Office applications. Delivery will typically be required in (1) draft via Intranet with email notification of placement on the Internet, (2) in hard copy, (3) electronic media, and (4) CDs.

5.7.2 Documentation/Data. The Contractor shall obtain, store, maintain and reproduce the required technical data and applicable documents, plans, regulations, specifications, and other pertinent data as appropriate for the purpose of fulfilling the tasks described in the SOW. When appropriate channels and/or procedures exist, the Contractor shall acquire directly the above information. The contractor shall obtain other documents/data pertinent to the specified tasks from non-governmental sources, as appropriate, to ensure comprehensive analyses, so that contractor analyses are not limited by the documentation specified by the government. The Contractor shall provide the Government or other agencies, as approved by the COR, access to any and all program information and data prepared or obtained as part of this contract or in support of any tasking of this SOW. The contractor shall return to the Government any and all of this material at contract termination or completion or upon the request of the Government. All information/data obtained or created in support of this SOW shall become and remain the property of the Government and shall be returned or disposed of in accordance with the COR's instructions at the conclusion of this contract.